February x, 1996

VENDOR X
Mr. Salesman
XYZ Street
Anywhere, USA 12345

Dear Salesman:

Attached please find the specifications for a bid we are requesting for the Marlboro Grill program. The requirements are self-explanatory, however, if you should have any questions, please contact me at (212)xxx-xxxx. Bid must be sent in sealed envelopes directly to 120 Park Avenue, New York, NY, 10017 to the attention of:

Mr. Gary DiDona
Manager, Purchasing

Mr. XXXX
Manager, Finance

Bids are due no later than Friday, February 23, 1996. Failure to send in your bid by that date to the individuals listed above will result in your company's disqualification from the bidding process.

We look forward to receiving your bid.

Sincerely,

Kathleen McGrath
Manager, Event Marketing

cc: Ina Broeman
Gary DiDona
Mr. xxxx
Steve Sampson

2041891815

Source: https://www.industrydocuments.ucsf.edu/docs/jrfm0004